

Clackamas Community College

ASG Travel Packet



ASG TRAVEL INFORMATION AND APPLICATION

Introduction

ASG Values:

- ❖ Community
- ❖ Honesty & integrity
- ❖ Respect
- ❖ Service to others

To accomplish its goals, Associated Student Government is interested in providing opportunities for professional growth for its members (and designees). To achieve this, travel is sometimes needed in order to access the highest quality training. In light of this, we set forth the following guidelines and procedures to ensure a fair process and equitable distribution of funds and opportunities.

In this packet:

READ:

- A) Steps and timelines to follow to apply for funding
- B) Limits to funding and funding sources
- C) Things to do during travel
- D) Steps after returning from trip

COMPLETE AND SUBMIT:

- E) Individual application –complete this form for each student travelling (even if part of a group)
- F) Group application – only complete this form if TWO OR MORE students are attending
- G) Travel Participation Agreement
- H) Travel Waiver for Within the U.S.
- I) Copy of Insurance Card

WITHIN ONE WEEK OF YOUR RETURN, COMPLETE AND SUBMIT:

- J) Report and Reflection

A) Before Travel

- Request presented to ASG
 - Fill out the ASG Travel Application and submit to asgprez@clackamas.edu, asgadmin@clackamas.edu, mbaker@clackamas.edu, john.ginsburg@clackamas.edu. There is a group and an individual form. Attach supporting documents to your request including registration, conference agenda, housing, and transportation costs. Your proposal will be added to the agenda to be presented and voted on at the next ASG meeting.
 - Attend and present your application at the next ASG meeting (Wednesdays 3-5pm in the Fireside Lounge)
- Funding source
 - Dollars for Education Fund and ASG Appropriations
 - ASG fundraises money through front desk operations, donations, and other fundraising events. This fund is intended to fund travel to conferences and trainings for CCC students. ASG can vote to approve funds through Dollars for Education (within limits set out below), and/or from the ASG General Fund
 - Money cannot be pulled from the ASG General Fund for travel when there is less than \$30,000 in the general fund.
- Timelines
 - Submit your Travel Form and required documents ***at least two weeks before registration is due*** for conferences. ASG will not pay late registration fees. You may still submit a proposal, but late fees will need to be paid personally and are not eligible for ASG funding.
 - Travel requests are due to asgadmin@clackamas.edu by 12pm on Fridays, so submit your Travel Forms no later than 12pm on Friday ***two weeks*** before registration is due. Be prepared at that meeting to answer any questions ASG may have. If you do not attend, it may delay the decision.

B) Limits of funding

- ASG will fund up to 80% or \$800 (whichever is less), but each trip will not be funded more than \$2,000 regardless of the number of applicants.
- In the case that two or more organizations request money at the same time and meet the minimum requirement, but there is not enough money to support both requests, we would support them with equal percentages rather than equal dollar amounts. (For example Group A requests \$600 & Group B requests \$650 but the Dollars for Education budget has only \$600 and our general fund is under 30k then Group A would receive 288 and the print would receive \$312. Both organizations receive 48% of their requesting funding.
- Priority is given to individuals who have not previously received funding from ASG.

- Other Funding Sources
 - Personal
 - You may need to use personal funds to supplement what ASG will cover.
 - Fundraising Events
 - Individuals may also participate in additional fundraising efforts to pay for travel expenses. This can take the form of campus events, concessions, asking family/friends for assistance, etc.
 - Other Departments/Groups
 - On occasion, due to the topic of interest or upon recommendation, other CCC departments may be contacted to supplement the cost of the conference. For example, if a member would like to attend a conference related to Diversity, you could connect with the college Diversity, Equity & Inclusion committee and request funds from them based on the material you can bring back to the campus. NOTE-requesting funds from other departments may require additional forms or processes in addition to this process.
- Travel Participation Contract
 - All ASG members signed a Behavior Code upon hire. A copy will be provided, and an addendum Travel Participation Contract will need to be submitted with the application. Non ASG members are also required to sign the Travel Participation Contract.
- Travel Waiver
 - All ASG members signed a travel waiver upon hire. A copy will be provided, and an addendum US Travel Waiver will need to be signed submitted with the application. Non ASG members are also required to sign the Travel Waiver and US Travel Waiver.
- Insurance Coverage
 - Insurance coverage is encouraged for all those participating in CCCASG travel programs. Submit a copy of your insurance card with your application.
 - Short Term Travel Insurance can be purchased through providers online (at your own risk). There are many to choose from; research all available options to find the right fit for your trip and budget. A few to get you started:
 - <https://www.gninsurance.com/travel-insurance-inside-the-usa/>
 - <https://www.roamright.com/travel-health-insurance/>
 - <https://www.insuremytrip.com/insuring-your-trip/>

C) During Travel

- Save all receipts while travelling. You may have to pay back funds, or be ineligible for a refund without your receipts.
- Contact numbers/Emergencies
 - Text Student Life & Leadership Staff when you have arrived at your destination.
 - If an emergency arises, contact Student Life & Leadership Staff right away.

D) Upon Return

- Contact Student Life & Leadership Staff to let us know you made it safely back home.
- Submit original receipts to Student Life & Leadership Staff the work day following your travel.
- Report back to ASG
 - Submit request to asgprez@clackamas.edu and asgadmin@clackamas.edu to be put on the agenda for the next ASG meeting to report back on the highlights of the training/travel .
- Written reflection
 - Type out your Report and Reflection and submit a copy to asgprez@clackamas.edu and asgadmin@clackamas.edu for certification purposes.
 - Think about and make a plan for how to best use the information you gained from the training (present a workshop for ASG/club training, put on an event for the campus, etc.).

CCCASG TRAVEL APPLICATION - INDIVIDUAL

Submit this form and attachments to asgprez@clackamas.edu, asgadmin@clackamas.edu, mbaker@clackamas.edu, and john.ginsburg@clackamas.edu by 12pm Fridays to be included on the next ASG agenda.

First Name: _____ Last Name: _____
 Student ID: _____ Leadership Role: _____
 Name of training opportunity: _____ Date(s) of Training Opportunity: _____
 Registration deadline: _____
(submit a minimum of 2 weeks before the deadline)

Are you travelling with a group? Yes No
 If Yes, what group? How many people in your group?

Attach the conference agenda, research and attach travel costs (registration, plane ticket, hotel accommodations, mileage, etc.), and summarize costs below.

Registration	\$	Food	\$
Airfare	\$	Van rental	\$
Car/Mileage	\$	Other	\$
Hotel	\$	TOTAL	\$

Describe the conference/training opportunity (is it a conference, connected to an association, what topic does it cover?)

What benefit(s) do you hope to gain (leadership skills, etc.) by attending?

What can you learn and what will you bring back to the team/college?

How many additional terms do you anticipate attending CCC?

Date _____

Approved: Amount \$ _____

Denied: Reason _____

ASG President Signature _____



CCCASG TRAVEL APPLICATION - GROUP

Submit this form and attachments to asgprez@clackamas.edu, asgadmin@clackamas.edu, mbaker@clackamas.edu, and john.ginsburg@clackamas.edu by 12pm Fridays to be included on the next ASG agenda. Each individual listed must also fill out an individual travel application form.

Name of training opportunity: _____ Date(s) of Training Opportunity: _____
 Registration deadline: _____
(submit a minimum of 2 weeks before the deadline)

(If you need more lines, use another sheet)

First Name	Last Name	Leadership Role	Last term attending CCC?

Attach conference agenda, research and attach travel costs (registration, plane ticket, hotel accommodations, mileage, etc.), and summarize costs below.

Registration	\$	Food	\$
Airfare	\$	Van rental	\$
Car/Mileage	\$	Other	\$
Hotel	\$	TOTAL	\$

Date _____

Approved: Amount \$ _____

Denied: Reason _____

ASG President Signature _____

CCC ASSOCIATED STUDENT GOVERNMENT

Travel Participation Agreement

ASG Values:

- ❖ Community
- ❖ Honesty & integrity
- ❖ Respect
- ❖ Service to others

While travelling with or for CCCASG, you represent CCCASG in the community. As such, you are expected to abide by the standards set forth in the Student Handbook and Travel participation Contract for the entirety of the event (defined as from the time you leave CCC, until you return to CCC). Refer to the Student Handbook for full text (2019-20 Pg 158-163).

1. I will follow all guidelines and standards in the Student Handbook.
2. I will participate in and attend all portions of the event (i.e. be on time, get enough rest to get up on time).
3. If funds have been spent on my behalf to attend a conference or training/travel opportunity and I change my mind, I will reimburse CCC for those funds
4. I understand that violation of any part of this contract may result in one or more of the following:
 - a. written warning (receiving 2 written warnings in one academic year is grounds for dismissal from ASG)
 - b. loss of travel privileges
 - c. disciplinary proceedings as outlined in the CCC Student Handbook
 - d. losing my ASG position
 - e. if removed from ASG, having to pay back my ASG tuition waiver and/or book funds
 - f. having to pay back college funds for travel

Name (please print)

Signature

Date

Activity & Travel Liability Waiver Within the U.S.



General Rules

Individuals who wish to participate in Clackamas Community College travel/activities must read and sign this statement which acknowledges their understanding of the dangers and hazards inherent with the activity, travel and transportation. In addition, if Participant is under age 18, their Parent/Guardian must read and sign this statement which acknowledges the Parent/Guardian's understanding of the dangers and hazards inherent with the activity, travel and transportation. No exceptions will be made and participant will not be permitted to participate without this signed release form.

It is understood that Clackamas Community College is not responsible for lost or stolen personal property, airline delays, expenses, transfers or hotel accommodations.

Indemnification

Participant/Parent/Guardian agrees to indemnify and release Clackamas Community College, its employees, elected or appointed officials against any loss or expense including attorney fees resulting from bodily injury, property damage, or personal injury arising out of any and all activities involved in the participant's travel. This hold harmless and indemnification does not apply to gross negligence on the part of Clackamas Community College, its officials, or employees.

Medical Insurance

Each participant is encouraged to have and maintain medical insurance covering accidental injury, dismemberment and/or death. Insurance should be valid in all locations where participant travels; proof of insurance should accompany this form.

Name of Travel Program/Activity: _____

Destination: _____

Date of Departure: _____ Date of Return: _____

Participant/Student Name: _____

Participant/Student Signature: _____

Parent/Legal Guardian Name (if participant/student is under age 18): _____

Parent/Legal Guardian Signature (if participant/student is under age 18): _____

Insurance Company: _____ Policy Number: _____

(A copy of insurance card/information should accompany this form.)

Emergency contact for the Participant/Student — Please Print

Name: _____ Relation (mother, friend, etc.): _____

Phone #1: _____ Phone #2: _____

Email address: _____

College Coordinator Name: _____ Signature: _____



CCCASG TRAVEL-REPORT AND REFLECTION

This information is due from each individual to asgprez@clackamas.edu and asgadmin@clackamas.edu within one week of your return.

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On a separate document:

- 1) Give a brief summary/outline of the key takeaways from the conference/meeting (refer to your notes and the agenda).
- 2) What had the biggest impact on you personally? Why?
- 3) What is your plan for bringing this information to the team? (Training workshop for ASG, report to ASG, campus event or involvement?)

Using conference materials or website, list the objectives for the conference and write a statement for each objective about how the objective was met. See the example below that shows the objective, a bit about what was learned, and how it can be applied.

Example:

Conference participants will: engage in goal setting and goal achieving activities. This objective was met through a conference workshop titled SMART Goal Setting where we practiced SMART goal setting (specific, measurable, attainable, realistic, time bound), and even set goals for our own campuses. The goal I set is: ASG will enhance sustainability on campus by switching the utensils we give out at the front desk to a biodegradable brand by the end of April 2018.